



**Campus Compact**  
Illinois

AmeriCorps\*VISTA Program

**M e m b e r C a m p u s  
H o s t S i t e  
A p p l i c a t i o n  
2 0 1 8 – 2 0 1 9**



## Important Information for Member Campus Host Site

These are specifics that a host site needs to take into consideration in order to meet the criteria for this application to be eligible

### Required Resources:

- Support Services Fee of \$6,000 paid to ILCC (for each year of VISTA Program )
- Direct supervision, including weekly meetings with VISTA
- Campus ID with library privileges
- Campus email
- Desk and computer with Internet
- Phone with voicemail
- Copier and fax (if necessary for the work of the VISTA)
- Thorough on-site orientation (campus tour, introduction to President & staff, office etiquette, etc.)
- Parking voucher/pass (if VISTA drives to work & on-campus parking is not free)
- Reimbursement for work-related expenses (i.e. mileage for work related travel, office supplies, etc.)

### Strongly Encouraged Resources:

- On-campus housing or subsidized off-campus housing (with money going directly to the VISTA's landlord)\*
- Meal plan\*
- Bus/rail pass if VISTA utilizes public transportation to get to work
- On-campus Recreation Center/Gym privileges
- Access to trainings and professional development resources and opportunities
- Business cards

**Other suggested Resources: Our campus will provide the following for each VISTA that we have. Please insert a check mark in the box for the resources that your campus can provide.**

- Opportunities to recruitment VISTAs and promote ILCC and his/her campus
- Occasional trainings and professional development opportunities
- Housing
  - On-campus       Off-campus
- Meal plan
  - Breakfast       Lunch       Dinner
- Public transit pass or parking pass
- Gym or Recreation Center access
- Other: \_\_\_\_\_

*\* Please note that housing and food support should be considered in-house support for the VISTA volunteer position. A VISTA should never receive a check with their name on it. The housing and food support are not to be considered income for the VISTA, but absorbed costs by the campus agreeing to host the VISTA volunteer.*

**Illinois Campus Compact  
AmeriCorps\*VISTA  
Host Site Application 2018-2019**



|                      |  |
|----------------------|--|
| Name of Institution: |  |
| Supervisor Name:     |  |
| Supervisor Title:    |  |
| Office/Center Name:  |  |
| Address 1:           |  |
| Address 2:           |  |
| City:                |  |
| Zip Code:            |  |
| Phone:               |  |
| E-mail               |  |

(Please attach supporting material as an appendix or as a separate document)

**Please email the application by January 12, 2018 to**  
**Marina LoCasto**  
**[mlocasto@depaul.edu](mailto:mlocasto@depaul.edu)**  
**&**  
**Byron Terry**  
**[bterry1@depaul.edu](mailto:bterry1@depaul.edu)**

## Project Narrative

**On a separate sheet, please provide the following in a statement with a minimum of 300 words.**

1. Please outline the work that the VISTA will be doing on your campus.
2. The core mission of AmeriCorps VISTA is the elimination of poverty. How will the work that you have outlined work towards that goal?
3. In addition, ILCC has designated three priorities for our VISTA program.
  - i. CNCS Priority: Education - Projects should focus on the following objectives: ♣ School readiness for economically disadvantaged young children ♣ K-12 success in student educational and behavioral outcomes in low-achieving schools ♣ Post-secondary success.
  - ii. CNCS Priority: Economic Development - VISTA project activities should focus on the following objectives of Economic Opportunity: ♣ Financial Literacy: Improving access to services and benefits aimed at contributing to enhanced financial literacy ♣ Housing: Transitioning individuals into or helping them remain in safe, healthy, affordable housing ♣ Employment: Improving employability that leads to increased success in becoming employed
  - iii. Veterans - AmeriCorps VISTA will support projects that focus on low-income veterans and military families as beneficiaries or enhance existing projects to better serve those populations. In FY 2017, we aim to expand programming in support of Veterans and Military Families around: ♣ Economic opportunity – employment, financial literacy, housing ♣ Education – school readiness, success in K-12 education and beyond ♣ Healthy futures – food security, access to health care.

**Each VISTA position must relate to at least one of the three designated ILCC goals. THE VISTA DOES NOT HAVE TO WORK ON ALL THREE GOALS.** Please elaborate on which goal(s) your VISTA will be working towards.

4. VISTA is a short term opportunity to help build capacity on your campus. Please speak to how you plan to sustain this work once the VISTA placement is over. What support would you need from ILCC to make the VISTA work sustainable? If you have had a VISTA on your campus before, is this application for a new project or a continuation of an existing project?

**Memorandum of Understanding  
Between the  
Illinois Campus Compact  
&**

\_\_\_\_\_ **(Member Campus/VISTA Host Site)**

This Memorandum of Understanding (MOU) establishes a collaborative partnership between the above entities for the duration of the AmeriCorps VISTA member's service term. The VISTA service term is dependent on the VISTA hire date and Pre-service Orientation (PSO) availability. The service term will last one year from start date of the VISTA on the member campus.

This document defines the responsibilities of Illinois Campus Compact (ILCC) as the Project Sponsor and the member campus as the Project Host Site with respect to the assignment of an AmeriCorps\*VISTA member(s) to perform services to connect institutions of higher education and their resources with low-income communities, to improve the quality of and capacity for campus-community service and scholarly engagement. Community needs and project related tasks are outlined in the Project Host Site Application and VISTA Assignment Description(s) (VAD).

**1. As the Project Sponsor, Illinois Campus Compact will:**

- a. Serve as the Fiscal Agent and overall administrator for the grant and provide overall supervision of the grant, will provide assistance to the Project Host Sites and VISTA members in support of grant implementation, and will be the liaison between Project Host Sites, VISTA members and the Corporation for National and Community Service.
- b. Comply with the provisions of the Memorandum of Agreement between the Corporation for National & Community Service and Illinois Campus Compact.
- c. Provide an orientation for the ILCC AmeriCorps VISTA member.
- d. Provide the Project Site Supervisor with an orientation training.
- e. Conduct compliance site visits throughout the service year.
- f. Provide other technical assistance as needed to campus projects and VISTA members.
- g. Reimburse the VISTA member for all travel associated with ILCC VISTA Professional Development trainings. Mileage reimbursements will be done in accordance with DePaul University (ILCC fiscal host) existing policies and procedures.
- h. Organize recruitment and promotion of ILCC VISTA members with the assistance of host sites.

## **2. The Project Host Site will:**

- a. Ensure that the member campus is an ILCC member in good standing, with dues paid on time.
- b. Facilitate the payment of the administrative fee of \$6,000 to Illinois Campus Compact.
- c. Inform the ILCC staff of any changes in status of the VISTA and other concerns related to the VISTA Project.
- d. Provide a Site Supervisor who will provide day-to-day supervision of the activities of the VISTA member(s).
- e. Provide the VISTA member(s) individualized on-site orientation and training at the beginning of their term of service.
- f. Use the approved VISTA Assignment Description (VAD) as the source of tasks and responsibilities for the VISTA member to empower the capacity building activities of the member.
- g. Ensure that VISTA members dedicate a minimum of 40 hours per week to their approved VAD and member descriptions to address the community needs identified in the approved Project Sponsor Application. ILCC will track VISTA member's personal and sick leave on a monthly basis from the member Monthly Timesheet. Project Host Sites should use their existing policies and procedures to account for a VISTA member's actual work schedule and hours served.
- h. Meet regularly with the VISTA member(s) to discuss the project and other concerns.
- i. Provide adequate working space, materials, supplies, access to phone, and computer to permit the VISTA member to perform his/her assigned duties.
- j. Host Sites are responsible to conduct a self-assessment of its compliance with providing a physically assessable space to their VISTAs. A sample check list can be found here: [www.nationalservice.gov/sites/default/files/resource/inclu\\_b.pdf](http://www.nationalservice.gov/sites/default/files/resource/inclu_b.pdf)
- k. Ensure that the VISTA member is reimbursed for all local travel associated with the project. Mileage reimbursement should be done in accordance with the Host Site's existing policies and procedures.
- l. Ensure the VISTA member participates in scheduled professional development and training opportunities, site visits, and conference calls as organized or scheduled by ILCC.
- m. Allow the VISTA member to participate in disaster relief/emergency response efforts.
- n. Allow the VISTA member to participate in Days of Service (i.e. Martin Luther King Holiday, National Volunteer Week, Make A Difference Day), organized by the ILCC AmeriCorps VISTA Project or in the community where the VISTA member is serving.
- o. Review the monthly report that VISTAs are required to make to ILCC using the assigned google shared document.

### **3. Joint Responsibilities**

Both parties to the Memorandum of Understanding shall:

- a. Make every reasonable effort to ensure that the health and safety of the VISTA members are protected during the performance of their assigned duties. Neither the Project Sponsor nor the Project Host Site shall assign or require VISTA members to perform duties which would jeopardize their safety or cause them to sustain injuries.
- b. Recognize and adhere to the policy that neither the Project Sponsor nor the Project Host Site has the discretion or authority to dismiss or separate a VISTA member from service; **CNCS is the sole authority that can terminate a VISTA member's term of service.** The Project Site should document any performance or behavior issues and immediately report them to ILCC. The ILCC staff will report such incidences to the state CNCS office and resolve them in accordance with rules governing the grant. This is necessary to provide VISTA members due process.

### **4. Legal Restrictions**

VISTA members should work to emphasize the mobilization of local human, financial, and material resources, the transference of skills to community residents, and the expansion of the capacity of the low-income community to solve its own problems. VISTA members should NOT perform administrative duties except for those related to the goals and objectives identified in their work plan.

The Project Host Site agrees that no VISTA member assigned under this MOU shall participate in:

- a. Partisan and non-partisan political activities, **including voter registration.**
- b. Direct or indirect attempts to influence passage or defeat of legislation or proposals by initiative petition.
- c. Labor or anti-labor organization or related activities.
- d. Religious instruction, worship services, proselytization, or any other religious activity as an official part of their duties.

The Project Host Site further agrees **not to**:

- e. Carry out projects (related to VISTA) resulting in the identification of such projects with partisan or non-partisan political activities, including voter registration activities, or providing voters transportation to the polls.
- f. Assign VISTA members to activities that would result in the hiring of or result in the displacement of employed workers, filling-in for absent employees or supervisor, or impair existing contracts for services.
- g. Approve the involvement of any VISTA member assigned to it in planning, initiating, participating in, or otherwise siding or assisting in any demonstrations whatsoever.

- h. Accept, or permit the acceptance of compensation from the VISTA members or from beneficiaries for the service of the VISTA members.
- i. VISTA members may not accept outside income for work performed at their host during their service, but organizations may provide housing or housing allowances to a third party (usually a landlord). VISTA members may hold part time jobs with the approval of the project sponsor on the condition that employment does not interfere with service responsibilities.

**5. Modifications**

This Memorandum of Understanding may be amended at any time by an agreement in writing executed by authorized representatives of the Project Sponsor and Project Host Site.

**6. Termination**

- a. The ILCC AmeriCorps VISTA Project will use the above provisions to determine continued eligibility of the member campus to be a Host Site. Failure to comply with any of the roles and responsibilities as outlined in this MOU will result in responsive and corrective action to include removal of the VISTA member placed at your site. In this case, the ILCC will provide 14 days notice of termination of and/or VISTA removal/transfer from the project.
- b. Any termination of the Memorandum of Agreement between Illinois Campus Compact as the Project Sponsor and the Corporation for National & Community Service will result in the termination of all provisions of this Memorandum of Understanding.

**8. Signature for MEMORANDUM OF UNDERSTANDING** between the ILCC AmeriCorps VISTA Project and member campus.

By signing below you are stating that you have read through the Memorandum of Understanding, understanding each point, and agree to abide by the rules/restrictions set forth in this document.

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Member Campus

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Project Site Supervisor (Print Name)

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|                                   |      |
|-----------------------------------|------|
| Project Site Supervisor Signature | Date |
|-----------------------------------|------|

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|---|------|
| Project Site Legal Signature<br>(required for those sites whose Institution requires a legal signature) | Date |
|---|------|